



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



PRR-19-00130

Received By: Tanisha Hudson  
 Referred To: \_\_\_\_\_  
 Date Referred: 09/26/19

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

<b>Name (please print):</b> Justin Ledden	<b>Email:</b> justin@leddenlaw.com
<b>Address:</b> 633 W. 5th St., 57th Floor, Suite 5710	<b>Phone:</b> 213-700-2063
<b>City:</b> Los Angeles	<b>Fax:</b> _____

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached letter for description of document request categories.

---

---

---

---

---

---

---

---

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

*JL*

09/26/2019

Signature

Date

### For Departmental Use Only:

#### Action Requested:

☐ Review Only  
☐ Copies Requested

#### Action Taken:

☐ Document Reviewed  
☐ Copies Provided  
☐ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

☐ Non-Existent Document  
☐ Other (Please Explain) \_\_\_\_\_

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_

# LEDDEEN LAW OFFICE

US Bank Tower  
633 W 5<sup>th</sup> St, 57<sup>th</sup> Floor, Suite 5710  
Los Angeles, CA 90071  
Telephone: (213) 700 2063 Email: justin@leddeenlaw.com

---

September 25, 2019

## **VIA Electronic Mail**

Ms. Elaine Doerfling  
City Clerk, City of Hermosa Beach  
1315 Valley Dr.  
Hermosa Beach, California 90254  
Email: edoerfling@hermosabch.org

## **Re: Public Records Request**

Dear Ms. Doerfling,

Pursuant to the California Public Records Act (Government Code § 6250 *et seq.*) and/or any other public document policy, we hereby request (“Ledden Request No.1”) any and all City of Hermosa Beach (hereinafter referred to as the “CITY”) records regarding the below enumerated categories, including any documents<sup>1</sup> related to the below enumerated categories currently in the possession, custody or control of the CITY and any affiliated department, including, without limitation, the City of Hermosa Beach Police Department, the City of Hermosa Beach Fire Department and any other department of the City of Hermosa Beach related to public works, health and safety:

1. All DOCUMENTS<sup>1</sup> from August 23, 2018 to present that represent, refer or relate to any and all COMMUNICATIONS<sup>2</sup> by or between

---

<sup>1</sup> As used herein, “DOCUMENT(S)” and/or “WRITINGS,” shall be interpreted broadly to include all written, recorded, or graphic matter, or electronic or computer media however produced or reproduced or stored, as defined in California Evidence Code Section 250, AND includes originals, non-identical copies AND drafts of all written, recorded, graphic OR photographic matter, however produced OR reproduced, whether sent, received OR neither, AND including ALL drafts and copies bearing notations, marks OR other matter not found on the original AND/OR duplicate, including but not limited to all contracts, agreements, correspondence, notes, telegrams, cables, telex/facsimile messages, notations AND memoranda of telephone conversations OR conferences, reports, test data AND results, studies, analyses, books, records, journals, ledgers, invoices, statement, accounts, lists, questionnaires, surveys, summaries, desk calendars, appointment books, diaries, articles, press releases, magazines, newspapers, pamphlets, circulars, bulletins, notices, warning materials, instructions, specifications, manuals, agendas, minutes, transcriptions of speeches, photographs, microfilm, audiotapes OR other sound recordings, electronic mail messages AND magnetic tapes, discs, printouts OR other data compilations from which information can be obtained AND translated through decoding devices.

<sup>2</sup> For the purpose of these requests, the term “COMMUNICATIONS” includes all correspondence, including but not limited to letters, emails, notices, brochures, facsimiles, text messages, voicemails, recordings of phone calls or video calls, transcripts of phone call or videocalls, telegrams, and any other

any of the CITY's five councilmembers, Stacey Armato, Mary Campbell, Hany Fangary, Justin Massey and Jeff Duclos, and Suja Lowenthal.

2. . All DOCUMENTS from August 23, 2018 to present that represent, refer or relate to any and all COMMUNICATIONS sent and/or received by Suja Lowenthal.

As a "local agency" (Government Code § 6252 (a)), the responding party is required to make available for inspection any public records in its possession (Government Code § 6253 (a)). The records requested are not subject to exemption under any provision of Government Code § 6254. Persons requesting public records are entitled to receive an exact copy of the documents requested and the responding party is required to determine within ten days after receipt of any request whether it will comply and must immediately notify the requesting party of the determination and the reason (Government Code § 6356).

Furthermore, pursuant to City of Hermosa Beach's public records requests policies, if any record sought in a public records request "is not subject to disclosure, the person making the request shall be so notified in writing within the initial period or the extended period, whichever is applicable. The notice shall state the reason why the record is being withheld from public disclosure. [And] [t]he determination that a record is not subject to disclosure shall in all instances be made by the City Attorney." (See City of Hermosa Beach Administrative Memorandum No. R-3, "Responding to Public Records Requests," Tom Bakaly, City Manager, Section III.L.).

Please contact the undersigned via email at [justin@leddenlaw.com](mailto:justin@leddenlaw.com) when the documents have been located so that we can arrange to inspect and/or have copies made of the documents. Thank you for your prompt attention to this matter.

Very truly yours,



Justin Ledden

---

form of communications and includes but is not limited to all COMMUNICATIONS regarding any CITY business, including but not limited to CITY Council agenda items, CITY projects, CITY events, CITY STAFF and any other matters related to the CITY.